

**DISTRICT OF COLUMBIA RETIREMENT BOARD
POSITION VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NO.: RB-2006-16 **POSITION:** Staff Attorney

OPENING DATE: 8-21-06 **CLOSING DATE:** Open Until Filled

TOUR OF DUTY: 8:30 a.m. – 5:00 p.m. **SALARY RANGE:** \$77,353 - \$108,563

WORKSITE: 900 7th Street, NW **AREA OF CONSIDERATION:** Unlimited
Washington, DC 20001

PROMOTION POTENTIAL: Yes **NO. OF VACANCIES:** 1

DURATION OF APPOINTMENT: ☒ Permanent, ☐ Term { 13 months to 4 years },
Not to Exceed _____ ☐ Temporary {up to 1 year}, Not to Exceed ____ months

☐ This position **IS** in the collective bargaining unit represented by and you may be required to pay an agency service fee through an automatic payroll deduction.

☒ This position **IS NOT** in a collective bargaining unit.

“RESIDENCY PREFERENCE AMENDMENT ACT OF 1988”

An applicant for a position in the Career Service or for an attorney position (DS-905) in the Legal Service who is a bona fide resident of the District of Columbia **AT THE TIME OF APPLICATION** may claim a hiring preference over a nonresident applicant by completing the “Residency Preference for Employment” form, DC 2000RP, and submitting it with the employment application, DC 2000. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.”

BRIEF DESCRIPTION OF DUTIES: The Staff Attorney provides legal analysis of, and monitors compliance with, all applicable Police, Firefighter, and Teachers’ Retirement Plans statutes, rules and regulations.

PRIMARY RESPONSIBILITIES

1. Drafts legislative initiatives, testimony, reports and other policy statements
2. Drafts contracts, testimony, bills, amendments and modifications
3. Provides in-depth analysis of and tracks proposed Congressional and District Council legislative initiatives which may affect the agency’s operations and administration of benefits; determines the resulting effect on the agency’s existing programs, policies and procedures
4. Provides legal and regulatory advice related to qualified plans and investment products and services
5. Participates in operational compliance initiatives
6. Coordinates responses to litigation and regulatory inquiries
7. Reviews plan documents, participant communications, and provides guidance in interpreting IRS regulations governing qualified and non-qualified plans.

QUALIFICATION REQUIREMENTS:

- Juris Doctor required from an accredited law school, CEBS, or LL.M. in Taxation desirable
- Must be duly admitted and qualified as a member of the Bar of the District of Columbia Court of Appeals

- One to three years of experience in the practice of employee benefits law, contract law; and contract drafting
- Relevant experience in a law firm, corporate counsel, or tenure at the DOL or the IRS strongly recommended

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER**. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS MAY ELIMINATE YOU FROM CONSIDERATION.**

RANKING FACTORS

1. Knowledge of the legal principles and their application and of legal research methods
2. Knowledge of the scope and character of the District of Columbia code as it pertains to the Board's operations and administration of benefits
3. Knowledge of current and developing legal issues and trends in pension plan governance and administration
4. Knowledge of employee benefits, securities and contract law
5. Knowledge of parliamentary procedure, government procurement and administrative law
6. Ability to analyze, appraise and apply legal principles, facts and precedents to difficult legal or factual situations
7. Ability to present statements of fact, law and argument clearly and logically in written and oral form
8. Knowledge of financial markets and institutional investing

Applications submitted for consideration will not be returned to the applicant, except that applications received outside the area of consideration or after the closing date will be returned without action.

HOW TO APPLY: All applicants, including departmental employees and other DC Government employees, must submit the District of Columbia Government Employment Application, [DC 2000](#).

WHERE TO APPLY: DC Retirement Board
900 7th Street, NW, 2nd floor
Washington, DC 20001
Attention: Valerie Wilkins, Human Resources Manager
Email: dcrb.hr@dc.gov
Fax: 202-566-5004

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the DC government on or after January 1, 1980, who is receiving an annuity under District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

AN EQUAL OPPORTUNITY EMPLOYER – ALL QUALIFIED CANDIDATES WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILY RESPONSIBILITIES, MATRICULATION, PHYSICAL HANDICAP, OR POLITICAL AFFILIATION.